Nancy Swann called the meeting to order and Camille Jardot called roll. The July minutes were approved. The August agenda was approved.

Executive Group Update — Dr. Lee Bird, Vice President for Student Affairs
Dr. Bird reported that the new Residence Halls were everyone’s main concern. She showed a “virtual tour” video on the new halls. Generally, sophomore and above are allowed to live in these new halls. All rooms are occupied.

The Executive Group has been working on the presentations that they will be giving to the Board of Trustees. No other information was reported.

A concern was raised after viewing the video regarding accessibility to the upper floors for people with disabilities due to the lack of elevators in the apartments. Dr. Bird stated that the buildings do meet the legal requirements. Patchin has three accessible rooms, Jones has three, Kamm has two and in Petterson-Friend there are five. These rooms are located on the first floor. Dr. Bird noted that fellow students and friends would need to meet in one of the common areas or students room on the first floor.

Dr. Bird did not have an update on raises.

Willham Hall will most likely not come down for two to three years. Construction will need to be in phase three first. Residential Life also needs to be about 500 bed spaces ahead.

Branch Campus Reports
OSU-COM — No report.

OSU-OKM — No report.
**OSU-OKC** – Glenda Cameron

Glenda Cameron, Treasurer for OSU-OKC’s Staff Advisory Council introduced Sharon Fitzpatrick. She is the Vice President of OSU-OKC’s SAC.

They recently sent out welcome packets to all new employees.

Their SAC had a fundraising bake sale on June 11th for a staff employee with no medical insurance. All of the proceeds went to her. Other departments around their campus are also working on fundraisers.

Their next meeting will be August 9th.

**OSU-Tulsa** – No report.

**Report of Standing Committees**

**Awards and Recognition – Leslie Cimino**

Their committee met on Thursday, July 27th. They discussed Staff Appreciation day (November 2nd). They are working on the possibility of having both the staff luncheon and the awards ceremony together in the ballroom instead of at different locations. Soon they will be contacting vendors and working on getting door prizes from local merchants.

Their next meeting will be August 24th

**Policy, Benefits, and Budget – Leslie Miller**

At the last PB&B meeting, Harry Birdwell and Anne Matoy presented the committee with a job description for the Staff Ombudsman. The terminology of the job title will be changed from Staff Ombudsman to Staff Ombudsperson. The PB&B Committee did not have any additional recommendations.

Members from the PB&B committee met with Anne Matoy, Dr. Birdwell and others regarding the issue of background checks. The committee is concerned that the latest version (7-14-00) of the proposed Employment Checking Procedures does not address their recommendations from November. This November recommendation asked for:

a) a list of positions that would require criminal background checks.

b) a method to ensure that applicants for these positions will be informed in advance that a criminal background check will be conducted.

c) the elimination of credit checks except in those situations where required by law.

The PB&B committee realizes that this will not be the final draft as additional changes were being made during the meeting.

The PB&B met with Anne Matoy on July 21st. It was a very productive meeting. The committee realizes how busy she is and is very grateful for the time she contributed. Anne is going to check on the following five items:

1) look at rewriting the policy so that it makes it more clear so the employee will get the better deal between FMLA and sick leave. There have been questions if a person who has over 12 weeks of sick leave (FMLA allows 12 weeks), that the employee could be fired or not compensated even though they had additional sick leave. This is not the case and Anne is going to look into a way of making it more clear that the employee can utilize the most beneficial policy being either FMLA or OSU sick leave.
2) move the definition of a serious health condition to the main policy itself. Currently it is an appendix at the back.
3) look at separating the FMLA and sick leave forms. In the past there has been a lot of confusion with employers having their employees fill out the FMLA papers for filing for sick leave. It is recommended that there be made separate forms for each.
4) check into the legality of adding the definition that “serious health” condition does not include colds, flu, allergies, etc.
5) clarify the definition of family in the descriptions of FMLA and the OSU Sick Leave Policy. The Family Medical Leave Act does not include in-laws where the Sick Leave Policy does.

The PB&B committee is currently researching OSU’s minimum pay scale. Currently the lowest paid staff make about $.25 above minimum wage. They may propose that the lowest pay scale be raised. Leslie stated that the University of Missouri’s secretaries get paid a minimum of $7.15/hour and their custodians receive $7.59/hour minimum. That is why OSU is having trouble retaining employees. She also noted that Stillwater has less than 200 unemployed residents. Their committee is currently collecting anonymous pay vouchers from low paying positions. (ex. custodial, groundskeepers, animal caretakers, foodservice workers and lowest clerical.) The committee plans to research the other Big XII Schools, the Federal Poverty Level, and the high local Real Estate rates.

Rules and Procedures – Myra Traynor  No report.

Public Relations – Melba Knight
The Public Relations committee is currently working on the Radio Address interview with Mary Kay Jennings. This would take place around Staff Appreciation Day.

The committee will also be doing brown bag lunch flyers when SAC has a speaker planned. This will probably be every other month.

The Fall flyer is coming along nicely. There are currently three people that need to have their pictures taken. Wes Higgs or Bonnie Richardson will be contacting them in the near future. If that person is unable to go to Audio Visual to have their picture taken, one of the committee members can use a digital camera to get one. Myra Traynor requested not have empty boxes in the picture area. If someone’s picture is not available, just list them at the bottom.

The committee is looking at having koozies or coasters for the fundraiser this year. Camille Jardot checked on the cost of the koozies and reported that they would be $1.00 each if we ordered 200 or more. These would be printed on one side and are the neoprene material that folds flat for convenience. The estimated cost for the sandstone coasters would be $1.90 each if we ordered 400 or more.

Sherry Curd will be updating the SAC Bulletin Board within the next month.

Report of University Committees
Faculty Council Update – No report. Next meeting is the 2nd Tuesday in September.
Bill Warde mentioned that the committee is discussing adding a representative from OSU-Tulsa. This will have to be voted on by the entire Faculty Council. Once this happen they will need to restructure.
Old Business
None

New Business
Steve Foust resigned his position on SAC (Business and External Relations) and has taken a new position at the Seretean Center Concert Hall. There is one opening for a staff member to serve on SAC. Forward all suggestions and nominations to Myra Traynor.

A reminder to all SAC members to wear their SAC shirts to all monthly meetings.

There being no further business the meeting was adjourned at 2:23 PM. The Staff Advisory Council will meet September 13, 2000, Conference Room 419 Student Union at 1:15 p.m.